



New Hampshire State Prison
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To: All Staff Concerned

Subject: 2016 Summer Incentive Package Program

The timeline below is for the 2016 Summer Incentive Package program.

February 2, 2016-Send draft menu to each facility's Security Chief for review (Recreation)

February 9, 2016-Dead line for Security Chiefs to have any comments sent to Rod Roy (Recreation)

April 1, 2016 – Send out applications to all facilities. (Recreation)

April 22, 2016--Deadline for applications (Recreation)

April 27, 2016—Receive order forms and posters from Union Supply (UNION SUPPLY)

April 29, 2016 – Check eligibility of applicants and send back application and order forms. (Recreation)

May 2, 2016 – Union Supply will send Inmate Accounts one pre-paid package to ship order forms and one institutional check. (UNION SUPPLY)

May 2, 2016—Return applications with order forms. (Recreation)

May 6, 2016—Post final list of approved package applications. (Recreation)

May 11, 2016—Summer Package Program ordering begins. (UNION SUPPLY)

May 20, 2016—Rec. Dept. must receive all order forms being done via Cash Slip. (Recreation)

May 23, 2016 – All processed Inmate Cash Slips are to be received at Inmate Accounts. (Recreation)

May 23 – 27, 2016 – Inmate Accounts will process all Inmate Cash slips and cut one check. Check and order forms will be sent to Union Supply.

June 11, 2016 – Last day to order via Union Supply website.

June 27, 2016 – Packages will be received at warehouse, delivered to Gym. (After Fathers Day Event – June 21st)(Rec. & US)

June 29, 2016- Packages to be handed out. *(Tentatively)